

WEB TRAMS-project INTRANET user's manual

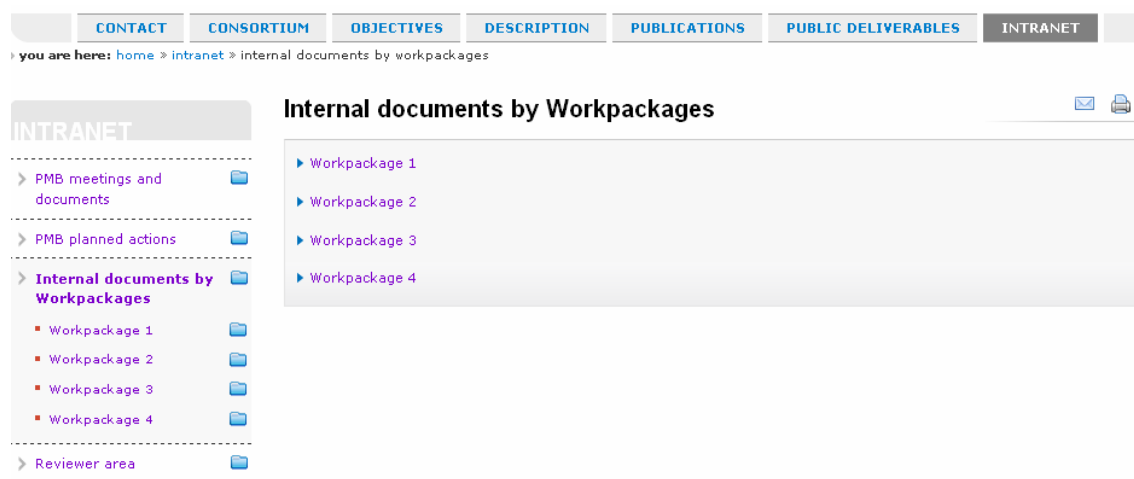
Login in the intranet

To access to the intranet, you must select INTRANET from the main menu, in the intranet log-in section and using your user and password you can enter. All users can view, take, and print all the contents of the intranet.

However, writing/modify are not accessible to all users.

General pages as “PMB meetings and documents” and “PMB planned actions” can only be written or modified by the coordinator.

The “Internal documents by workpackages” pages only can be edited by the respective WP leaders. Here it is possible to create folders and upload documents and files by the leaders. All PMB/PTC and PO can read all the documents. The “Reviewers area” page is fully accessible (read and write/modify) by all members.



Creating folders

To create folders, change to the desired workpackage folder, and with the option “view”, select with the right menu “add new folder”.

Now you have to write the title for the folder and optionally you can write a little description. Finally you must press the “save” button.

For publish your folder in the web, you have to change the status in the “state” menu and select “publicaalaintranet”.



If the status is in mode “draft” this folder is not visible for the web users.

Uploading files

Once you are inside your destination folder, it's possible to select “add new file” with the right menu.

Here it is necessary to write the title of the file and optionally you can write a little description. Now in the field “File” press “Examinar” and select the file location in your personal computer. Finally for start the upload press the “save” button.

Operating with your files and folders

With the option “view”

- You see your folder or the contents of the files.
- You can change the state for your folders.
- You have access for “add new ...” options (files, etc...)

With the option “edit” at the right menu :

- “Default”, for change the title and the description.
- “Dates”, for to program the publishing date for this folder in the web or the expiration date.
- “Ownership”, you can add more information for this folder.
- “Settings”, you have more navigation options for your folder.

view

edit

Edit Folder

A folder which can contain other items.

Default

Categorization

Dates

Ownership

Settings

Title (REQUIRED)

prueba1

Description

A short summary of the content.

save

cancel

Logout of the intranet

Finally please press log-out at the top of the page where User appears.

